

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE SEPTEMBER 17, 2019 MEETING

Board President Steve Imming called the monthly meeting of the Davenport Public Library Board of Trustees to order at 12:02 p.m. on Tuesday, September 17, 2019 in the Brooke Room of the Fairmount Branch Library.

Present: Matt Casillas (via Go To Meeting), Craig Cooper, Tom Engelmann, Steve Imming, Judie Lance, Amanda Motto (via Go To Meeting), Naghme Motto (via Go To Meeting) and Malavika Shrikhande (via Go To Meeting). Absent: Sylvia Roba.

Guest: Marion Meginnis (12:10), City Council liaison.

Library staff present: Amy Groskopf, Library Director; Lexie Reiling, Assistant Director; Jennifer Williams, Operations Manager; Kasey Shipley, recorder.

Engelmann motioned to approve the consent agenda. Lance seconded and all approved.

Public with Comment: None

FRIENDS Report: Imming reported Genis was unable to attend and the FRIENDS did not have a September meeting due to a quorum not being met. Groskopf noted the FRIENDS received \$25,000 from MidAmerican Energy for the capital campaign; a pledge of \$15,000 from Wells Fargo and a pledge of \$5,000 from Cobham. She added that requests could be made for more funds next year from Wells Fargo and Cobham. Imming reported that MidAmerican meets quarterly and did not say “no” to the FRIENDS applying again next year. The FRIENDS will be sending out an annual report soon to stakeholders sharing what the FRIENDS do to support the library.

Finance Committee: Engelmann reported the financials show 16% of the fiscal year and all expenses are at that same percentage or lower, showing that expenditures are in line.

Personnel Committee: A. Motto reported that board surveys are out for Groskopf’s performance review and the committee would like them back by September 27. They are working with Groskopf on updating the progress of her goals. The director’s review should be ready for the October meeting.

Advocacy Committee: Shrikhande noted that September is Library Card Sign-up Month and staff has been at St Ambrose University to register students for cards. On Saturday, September 21, the River Bend Foodbank will be at Fairmount and distribution will begin at 9:30. She will let the board know if more volunteers are needed. Library staff from Community Outreach and Customer Services will be on hand for the program.

Director’s Report: A meeting with Legat is scheduled tomorrow to review changes in plans from August 28 meeting. Staff has updated the number of shelves needed for juvenile materials. There are some cost savings in the plans; the entry way does not need to be extended but rather the door opening and closing can be adjusted to keep in the cooled or warmed air. The Main air handler project design is nearly completed by IMEG. A new project manager will be assigned by the city due to a recent separation of employment. There is a long lead time for building the units to ship, so we want to keep the process moving so it is installed and up by next summer. Capital Improvement Project requests for FY21 are due shortly after the October board meeting. There were no budget cuts announced at the September 5 FY2021 budget kick-off.

Council Update: Meginnis reported it is business as usual at city hall. The historic district that would include the Main Library is moving ahead to the State side of the process. The benefit of historic districts is the ability to receive tax credits or grants with reduced barriers if building owners had to apply individually for their building.

New Business: Engelmann motioned to approve closing all three buildings on February 27, 2020 for staff training. Cooper seconded. Groskopf noted the meeting will be held at the Urban Campus of Scott Community College again and

the day will be shared with Rock Island Public Library. All approved. The Library's programming policy is up for discussion. Edit requests include to change the 8th paragraph making the one sentence into three. A question was raised regarding two statements that seemed to contradict the other. "Attendance at some library-sponsored programs may be restricted to specific age groups" and "In no case will attendance at a program be limited because the content of the program may be controversial". Groskopf noted the first line was added so that a program geared toward a certain age, for example teens, would not have very young children in attendance, nor adults. Language will be tweaked before presenting for approval in October. Meeting Room Use policy was presented for review. A suggestion was made to add a line stating that rooms designated as meeting room space is the only place in the library to be used as a public forum. Groskopf will look into wording other libraries use. As a side note, public libraries are required to provide caucus space as a publically funded building. For editing, make "meeting room" plural through out; clean-up wording used for individuals and organizations throughout. In line number four, replace "eligible" with "allowed". In line number seven, "of" should be "or"; and check to see if Americans with Disabilities Act information is needed. The next order of New Business was to discuss staffing the branch libraries extended evening hours. The goal would be that all three libraries would be open until 8PM Monday through Thursday. The two smaller branches would still be closed two mornings per week. This model of staffing would have a librarian scheduled at Main until 8PM for any reference questions asked at the branches after 5:30PM. There would be three Customer Service staff and one custodian at each smaller branch 5:30-8PM. The topic will be discussed at a Labor/Management meeting on Thursday, September 19 to receive input from the Union. From that meeting a plan will be drafted. Imming will put off the Trustee Bylaw discussion until October or November. The last order of New Business was to discuss a procedure for election of Board officers. The executive committee met and Imming brought three suggestions to the board. The first is to have a succession plan with a President, Vice President and Secretary that serve a two year termin that role, then graduate to the next higher office. That does have challenges with terms lining up correctly. The second was to have a nominating committee. The third was to have Trustees volunteer as candidates for the open positions. If you have experience from another board you've served on that works well, please share with Imming.

Imming announced next week is Banned Books Week and found some interesting titles he didn't know had been banned in a library display. Watch for those displays at the three libraries and he encouraged the board to read one of the titles.

With no further business, he asked for a motion to adjourn at 12:58 p.m. Engelmann motioned to adjourn with a second by Cooper. All approved.

Respectfully submitted,
Kasey Shipley, recorder